



CYNTHIA D. BANKS
Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

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"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

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REVISED

June 9, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#17 JUNE 9, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL TO EXECUTE THE TRADITIONAL LEGAL
ASSISTANCE PROGRAM CONTRACT WITH BET TZEDEK
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

SUBJECT

Community and Senior Services (CSS) seeks delegated authority to: 1) execute a contract and allocate funds for the contract term as a result of a Request for Proposal (RFP); 2) execute contract amendments within the contract term to increase or decrease contract amounts; and 3) execute Cost of Living Adjustments (COLA) with the contract agency. The Traditional Legal Assistance (TLA) Program provides legal advice and representation from an attorney to older individuals (60 and older) and to unpaid caregivers. The TLA Program also provides other services such as Pro Se Services, Volunteer Attorney/Lay Advocate Training, and legal education to assist seniors and caregivers with their legal needs. Funding for this program is from the California Department of Aging (CDA) Older Americans Act (OAA) Title III B Supportive Services and Title III E Family Caregiver programs.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of CSS, or designee, to negotiate and execute a contract for a four-year contract term effective July 1, 2010 through June 30, 2014, with Bet Tzedek, after County Counsel approval as to form, for an estimated amount of ~~\$382,247~~ \$382,317 for the provision of Title III B and E legal services during Fiscal (FY) 2010-11. Overall funding for the agency is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the TLA Program in the County.

2. Authorize the Director of CSS, or designee, to execute contract amendments with the agency as needed throughout the contract term effective July 1, 2010 through June 30, 2014, to increase or decrease the maximum contract amounts in response to funding received from the CDA previously accepted by your Board, based on contractor performance and the total funds available, provided that: (a) the reimbursement rate does not exceed the maximum allowed rate indicated on the attachment and the total allocations do not exceed funding availability; (b) approval of County Counsel is obtained, as to form, prior to any such amendment; and (c) the Director of CSS, or designee, confirms in writing to the Board of Supervisors and the Chief Executive Office (CEO) within 30 days after such amendments have been executed. This action would assure full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.
3. Authorize the Director of CSS, or designee, to execute and approve COLA increases or decreases with Bet Tzedek at the Director's discretion, consistent with the County's established policy and County contract language.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable CSS to continue administration of the TLA Program for the contract term beginning July 1, 2010 through June 30, 2014. This program provides administrative and judicial representation, senior center site consultation, Pro Se services, volunteer attorney recruitment and training, lay advocate training and technical assistance, and community education to seniors, aged 60 and older and caregivers.

Performance Measures

The success of the program will be measured based on performance measures which align with the County's *Performance Counts!* Initiative.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals: Goal #1 Operational Effectiveness, Goal #2 Children, Family and Adult Well-Being, and Goal #4 Health and Mental Health.

FISCAL IMPACT/FINANCING

The TLA contracts are financed with \$299,325 OAA Title III B and \$82,992 Title III E grant funds received from the CDA annually for a total ~~\$382,217~~ \$382,317. These funds are included in the Department's Proposed Budget FY 2010-11. There is no Net County Cost impact.

FACTS AND PROVISIONS

The current TLA contract is due to expire on June 30, 2010. CSS released a RFP in April 2010 to solicit proposals from qualified agencies to provide TLA program services beginning July 1, 2010 for a four-year contract period, commencing July 1, 2010 through June 30, 2014, contingent upon the availability of funds and contractor performance.

Bet Tzedek was the sole proposer who submitted a proposal and proposed unit rates specified on the Attachment. The unit rates are in compliance with all Board and CEO requirements. The CEO has reviewed and concurs with the recommended actions.

County Counsel and the CEO have reviewed this Board Letter. County Counsel approval as to form will be obtained prior to execution of the contract and amendments with Bet Tzedek.

CONTRACTING PROCESS

On April 12, 2010, CSS released a RFP to solicit proposals from qualified agencies to provide TLA program services to adults aged 60 and older and caregivers. CSS sent over 600 letters of interest from a compiled address list to potential bidders in all supervisorial districts, including the Los Angeles County AAA Advisory Council and Los Angeles County Commission on Aging (LACCOA) members and current AAA-funded agencies. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, L.A. Watts Times, Antelope Valley Press, San Gabriel Valley Tribune, Daily Breeze, Daily News, Long Beach Press Telegram and HOY. The RFP and all related documents were also posted and available on the CSS, Internal Services Department (ISD) and County Office of Small Business (OSB) websites.

In response to the RFP, one agency submitted a proposal to provide TLA program services. Bet Tzedek is being recommended for funding satisfied the evaluation criteria by receiving a score of 700 or higher (out of a total 1000 possible).

The TLA contract is not a Proposition A contract in which living wage laws would be applicable. CSS is not capable of providing all of the State required direct TLA services. The TLA services are contracted through community-based organizations (non-profit).

Monitoring

Monitoring of the TLA Program will be conducted on an annual basis and will include administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through the CSS Contract Compliance Division. Fiscal compliance monitoring will be conducted biannually by an approved vendor procured through the Auditor-Controller.

IMPACT ON CURRENT SERVICES

The recommended actions will assure the continuation of crucial TLA program services to adults age 60 and older and caregivers, residing in Los Angeles County, excluding the City of Los Angeles.

CONCLUSION

Upon Board approval, please mail one copy of the adopted Board Letter to Mr. Michael Yamashige, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA, 90020. If you need to contact Mr. Yamashige, he may be reached at (213) 351-8918.

Respectfully submitted,



CYNTHIA D. BANKS
Director

Attachment

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**COMMUNITY AND SENIOR SERVICES
LOS ANGELES COUNTY AREA AGENCY ON AGING (AAA)
TRADITIONAL LEGAL ASSISTANCE PROGRAM (TLA)
FY 2010-11 REIMBURSEMENT RATES**

ATTACHMENT

REQUIRED SERVICE		UNIT OF MEASUREMENT	MAXIMUM UNIT RATE
1	Administrative and Judicial Representation	One Hour	\$ 55
2	Senior Center Site Consultation	Per Consultation (One Hour)	\$ 45
3	Pro Se Services	One Hour	\$ 45
4	Volunteer Attorney Recruitment, Training, and Supervision	One Hour	\$ 45
5	Lay Advocate Training	Per Trained Advocate	\$ 45
6	Technical Assistance to Lay Advocates	One Hour	\$ 25
7	Community Legal Education	Per Presentation	\$ 45
8	Traditional Legal Assistance to Caregiver Clients	Contact	\$ 55